

17 November 1977

STATINTL

MEMORANDUM FOR: Director of Data Processing  
THROUGH : Executive Officer, ODP  
FROM : [REDACTED] Jr.  
Chief, Administrative Staff, ODP  
SUBJECT : Admin Staff Weekly Report  
14-18 November 1977

1. SPACE

a. We have still not received approval from GSA to re-configure A Division's new space at [REDACTED] Building. The problem seems to be the effect moving partitions around might have on the heating, ventilation and air conditioning system. [REDACTED] STATINTL

b. We are told we can expect DCD to move out of its offices on the 8th floor of Ames Building in the next 3 weeks. SPS will be given this space or its equivalent on the fourth floor. [REDACTED] STATINTL

2. INVENTORY

We completed our physical inventory of accountable property in Production Division and the Special Center, leaving only the General Center for next week. [REDACTED]

3. OPEN SEASON

Open season for changes in health benefits is being held for 14 November through 9 December. [REDACTED] gives the details and is being circulated through ODP. If you have questions, please call Margaret. [REDACTED] STATINTL

4. SIGN LANGUAGE INTERPRETERS

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We have three interpreters working this week to provide assistance to ODP's deaf employees who are in training. Dick [REDACTED] for a GIMS Course 14-18 November, Dave

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